



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 10/31/2016	Employee Requisition Number <b>ER-17063</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>GRANT COORDINATOR</b>			
Pay Grade HG 11	Salary Range \$35,859-46,820	Classification Hourly	
Department: REINTEGRATION PROGRAM	Location: Henryetta	Location Code: 106	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Incumbent will coordinate and provide family based offender services and oversee the day to day operations of grant reward and insure compliance. Shall work with other agencies to provide the most cost effective service delivery to service recipients
Principal Duties and Responsibilities:	Discuss program requirements and sources of funding with administrative personnel. Works with fiscal officer in preparing narrative justification for purchase of new equipment and other budgetary expenditures. Directs and coordinates evaluation and monitoring of grant funded programs, or writes specifications for evaluation or monitoring of program by outside agency. Assists department personnel in writing periodic reports to comply with grant requirements. Maintains master file on grants. Monitors paper work connected with grant funded programs. Create maintain a client database of records to track and document evidence based outcomes. Have knowledge of courtroom terminology, skill in crisis intervention and knowledge of community and tribal resources. Shall give evidence based reports on client outcomes, required to travel in and out of state for training and fulfillment of grant requirement.
Minimum Requirements:	to two years related experience and/or training; or equivalent combination of education and experience
Preferred Requirements:	Bachelor's degree (B.A.) from four-year college or university
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**Competencies:**



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<b>Customer Service:</b>	Responds promptly to customer needs.
<b>Interpersonal Skills:</b>	Maintains confidentiality; Keeps emotions under control.
<b>Oral Communication:</b>	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
<b>Written Communication:</b>	Writes clearly and informatively; Able to read and interpret written information.
<b>Teamwork:</b>	Balances team and individual responsibilities.
<b>Visionary Leadership:</b>	Inspires respect and trust.
<b>Ethics:</b>	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
<b>Organizational Support:</b>	Follows policies and procedures; Supports organization's goals and values.
<b>Quality:</b>	Demonstrates accuracy and thoroughness.
<b>Quantity:</b>	Completes work in timely manner.
<b>Safety and Security:</b>	Observes safety and security procedures.
<b>Attendance/Punctuality:</b>	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
<b>Dependability:</b>	Follows instructions, responds to management direction.

#### **Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.  
☐ Physical Exam Required

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.



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